



Official Addendum
for Arizona Students and Residents
to the 2014-2015
Upper Iowa University
Academic Extension (AE) Catalog

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**Official Addendum for Arizona Students and Residents
to the 2014-2015 Upper Iowa University
Academic Extension (AE) Catalog and Student Handbook**
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**UIU Programs Available to Arizona Residents**

| UIU Program                                                | Offered at<br>Mesa Center | Available<br>online |
|------------------------------------------------------------|---------------------------|---------------------|
| AA-General Business                                        |                           | X                   |
| AA-Liberal Arts                                            |                           | X                   |
| BA-Elementary Education                                    | X                         |                     |
| BA-Prekindergarten to Grade Three Education                | X                         |                     |
| BS-Accounting                                              | X                         | X                   |
| BS-Business Administration                                 | X                         | X                   |
| BS-Communications                                          |                           | X                   |
| BS-Criminal Justice                                        | X                         | X                   |
| BS-Emergency & Disaster Management                         |                           | X                   |
| BS-Financial Management                                    |                           | X                   |
| BS-Health Services Administration                          |                           | X                   |
| BS-Human Resources Management                              | X                         | X                   |
| BS-Human Services                                          | X                         | X                   |
| BS-Interdisciplinary Studies                               |                           | X                   |
| BS-Management                                              |                           | X                   |
| BS-Management Information Systems                          |                           | X                   |
| BS-Marketing                                               |                           | X                   |
| BS-Nursing (RN to BSN)                                     | X                         | X                   |
| BS-Psychology                                              | X                         | X                   |
| BS-Public Administration                                   | X                         | X                   |
| BS-Social Science                                          | X                         | X                   |
| Master of Business Administration                          |                           | X                   |
| Master of Higher Education Administration                  |                           | X                   |
| Master of Public Administration                            |                           | X                   |
| Undergraduate certificate in Emergency/Disaster Mgmt       |                           | X                   |
| Undergraduate certificate in Human Resources Mgmt          |                           | X                   |
| Undergraduate certificate in Management                    |                           | X                   |
| Undergraduate certificate in Marketing                     |                           | X                   |
| Undergraduate certificate in Organizational Communications |                           | X                   |
| Undergraduate certificate in Organizational Leadership     |                           | X                   |

## Emergency and Disaster Management Undergraduate Certificate

### Overview

The certificate in Emergency and Disaster Management is applicable to both the public and private sectors, with the courses providing a foundation for the rapidly growing field of emergency and disaster management. Various theories, concepts, and contemporary practices will be examined, thereby providing an understanding of crises within an intergovernmental framework. Students prepare for private sector and governmental continuity planning positions by learning about the far-reaching impacts that disasters have on human lives. Certificate holders can enter careers in government agencies, private businesses and humanitarian organizations, assisting individuals, businesses, governments and nonprofit organizations prepare for, respond to and recover from disasters such as floods, tornadoes, hazardous materials spills, terrorist attacks and epidemics.

### Objectives

- *Identify and understand the principles, as well as political and policy basis, or emergency management.*
- *Be able to describe the immediate post-impact behavior of individuals and organizations and the effectiveness of the Incident Command System.*
- *Understand the concept of crises management capabilities and disaster subcultures, the principles of effective disaster planning, and the structure and organization of emergency planning within the local emergency management agencies*
- *Understand the theories and practical application of post-disaster management activities.*
- *Be able to identify the legal and economic issues behind disaster assistance programs at the Federal, state, and local levels as they are applied to individuals, businesses, and special populations within the community.*

*Depending on elective chosen:*

- *Learn to develop emergency policies, plans, and procedures that ensure effective response.*
- *Understand the various ways that individuals can react to natural disasters as well as terrorist mass-casualty incidents.*
- *Define the costs and benefits of mitigation in social, economic, political, and environmental dimensions; explain the essential elements of a mitigation program including legal authority, fiscal capacity, political will, and technical ability; be able to analyze the broader context of mitigation imperatives, problems and barriers as well as policy trends related to hazard mitigation.*
- *Understand the characteristics of realistic and effective contingency, response, business recovery, and crisis management plans and discuss the purpose, value, and types of exercises and training needed to support an effective crisis management, disaster recovery, and organizational continuity program.*

## Human Resource Management Undergraduate Certificate

### Overview

The Human Resources Management certificate is designed to provide an understanding of the essential areas of human resources to meet the needs of organizations in the 21st century. Certificate holders can obtain an entry level position, make a lateral move, or provide the in-depth knowledge into benefits, training or payroll administration capacity in any organization.

### Objectives

- *Understanding the business environment including planning; organizing; leading and controlling.*
- *Reviewing the interaction of the personnel functions and the objectives of an organization.*
- *Learning how to manage the training function in organizations with an examination of successful and unsuccessful training practices.*
- *Designing benefit plans including understanding of insurance programs, employer-sponsored pension plans; and the integration of government and employer-sponsored retirement benefits into an individual's retirement planning.*
- *Engaging in labor relations through the interactions between organized labor unions and company management.*

## Management Undergraduate Certificate

### Overview

The Management certificate draws on business core courses to give a broad, general exposure to business. It is designed to provide employment skills for a wide range of jobs and help provide a bridge to the business world for non-business majors. Additionally, for those already working in the business field, this certificate can enhance their general business acumen and leadership skills, support the working knowledge or learn what's new in business since they were last in school. As both start-ups and established companies strive to succeed in domestic and global markets, business managers are in great demand in many areas, including: retail store management, sales and marketing, sales support and customer service, human resources, general and administrative services, industrial relations, information systems and technology, purchasing, public relation, and advertising.

### Objectives

- *Understand modern management theory, including both functional and behavioral approaches.*
- *Be able to recognize the distinctive set of problems encountered in the work environment; be able to apply various theories in making ethical decisions.*
- *Understand the influence of culture on international management, and how managers in multinational organizations address such issues as strategic analysis, organizational structure, global coordination and control, communications, inter-organizational cooperation, and human resource management.*
- *Understand the policies and procedures in personnel administration in American business.*  
*Depending on elective chosen:*
  - *Understand the supervisory process, its fundamental concepts, principles, and dynamics.*
  - *Understand the role of the leader in relation to various leadership theories and definitions.*

## Marketing Undergraduate Certificate

### Overview

UIU's Marketing certificate is designed to provide students with the credential and skills needed to enter or advance careers in advertising, marketing and customer relations. The goal is to provide a strong foundation of the core concepts of marketing that can be immediately applied in a range of businesses. With a certificate in Marketing, students are prepared to step into positions such as account executive, account manager, marketing manager, marketing assistant, marketing coordinator, PR professional and more.

### Objectives

- *Understand basic management principles including the product mix/marketing variables for the consumer, business-to-business, service, and retail markets; the key steps involved in a new product introduction; the emerging perspectives and new paradigms related to the four P's of Marketing (Product, Price, Place and Promotion); and Integrated Marketing Communications tools.*

*Depending on electives chosen:*

- *Be able to apply marketing theory and principles to the service industry.*
- *Understand basic personal selling techniques as well as the recruitment, training, motivation and management of a sales force.*
- *Understand the operation of retail marketing institutions as well as how consumer orientation affects facility location decisions, buying, pricing, staffing, promotion, and management.*
- *Understand the consumer decision-making process and behavior.*
- *Understand advertising and its role in marketing; understand the formulation of objectives for advertising programs.*
- *Understand the strategy, concepts, and techniques involving the marketing function in organizations.*

## Organizational Communications Undergraduate Certificate

### Overview

The Organizational Communication certificate provides an integrative approach to the study of oral and written communication, especially as it applies to the workplace. It is designed for individuals interested in mastering the professional communication skills necessary for success in today's busy work environment. The certificate provides a strong foundation from which to launch any number of careers. Organizational Communication provides excellent preparation for jobs in government, higher education, human resources, consulting, social services, business, and law.

### Objectives

- *Ability to identify and analyze communications goals, messages, and behaviors of individuals and groups.*
- *Understanding of how groups develop and group dynamics as well as key issues related to group structure, conflict, and change.*
- *Understand how leader effectiveness impacts a group.*
- *Develop communication skills needed in conflict resolution; develop techniques needed to be an effective mediator and negotiator.*
- *Ability to identify social factors that trigger conflicts and/or cause them to escalate.*
- *Understanding of basic communication theories, the communication process, and organizational models.*
- *Ability to critically assess the effectiveness of communication styles, methodologies, processes, and practices within an organization.*
- *Demonstrate business communication skills in independent and collaborative situations.*
- *Ability to recognize the nuances of written and oral communication practices in a global context.*



## Organizational Leadership Undergraduate Certificate

### Overview

Organizational leadership involves making productive changes within an organization and helping people improve the way they work. UIU's Organizational Leadership certificate provides the opportunity to understand how organizations function (and how individuals function in their roles within organizations) in order to improve productivity. These skills prepare students for a career in a variety of fields, including human resource management, business, sales, and insurance, as well as labor relations manager, special events coordinator, business owner, medical officer manager or sales supervisor.

### Objectives

- *Develop an understanding of key components for leadership, motivation, and empowerment of others.*
  - *Gain an understanding of, and ability to apply, strategies for effective management of change processes and initiatives.*
  - *Develop an understanding of corporate social responsibility and its impact on organizational effectiveness.*
  - *Understand the business environment including planning; organizing; leading and controlling.*
  - *Understand the supervisory process, its fundamental concepts, principles, and dynamics.*
  - *Understand the role of the leader in relation to various leadership theories and definitions.*
  - *Be able to recognize the interdepartmental and interpersonal relationships within an organization and describe their effects on organizational and individual performance and evaluate various individuals' roles in the success of failure of the organization.*
  - *Be able to assess an organization's culture, environment, and operational effectiveness.*
- Depending on elective chosen:*
- *Be able to differentiate between various theories of ethics.*
  - *Be able to identify and discuss ethical issues in business situations.*
  - *Be able to describe the nature of entrepreneurship and the role of small business in the economy, and to identify the resources needed to establish and operate a small business enterprise.*
  - *Be able to list and discuss the managerial, marketing, and financial aspects that must be considered in a small business/entrepreneurial venture.*

## Additional Information re UIU's Education Program

The following UIU Education majors are available to Arizona residents:

Elementary Education  
Prekindergarten – Grade Three

The following Endorsements are available to Arizona residents:

Arizona Prekindergarten – Grade 3 (Birth-Age 8)  
ESL K-12 (English as a Second Language)  
Arizona Reading K-8  
Arizona Reading K-12  
Arizona Reading 6-12

## Additional Requirements for Education Licensure in Arizona

Students graduating from Upper Iowa University's teacher education program will have completed requirements for Iowa licensure. For Arizona licensure, there are additional requirements; those requirements are as follows:

- a college course or appropriate examination about the Arizona Constitution
- a college course or appropriate examination about the U.S. Constitution
- a passing score on all required portions of the Arizona Educator Proficiency Assessment<sup>3</sup> (AEPA) or National Evaluation Series (NES)
- verification of Arizona approved Structured English Immersion (SEI) training

## Student Services Available From UIU

### Academic Advising

Once admitted to UIU, each student is assigned an academic advisor who will work with the student throughout his/her time at Upper Iowa University to help ensure that courses are taken in sequence, that basic skills are learned and exercised, and that the curriculum chosen is appropriate to the student's background and aspirations.

### Academic Support & Success

The goal of UIU's Academic Support Center (ASC) and the Office of Academic Success is to assist all students successfully complete all requirements for earning a degree from Upper Iowa University. The ASC provides a variety of free programs and services including a Tutor Center, a Supplemental Instruction (SI) program and a Peer Assisted Learning (PAL) program. Non-residential UIU centers have tutors available to students part, if not full, time. "Making the Grade: Strategies for Success" are 30-minute weekly workshops that focus on areas of common concerns for students; for students who cannot attend the workshops on campus, all sessions are archived and available online.

### Bookstore ("Peacock Connection")

The Peacock Connection, UIU's book/logo store, offers textbooks, UIU logo merchandise and office/school supplies. Items can be purchased by non-campus students via the UIU website.

### Career Development

UIU's Office of Career Development (OCD) and Career Resource Library are located on campus within the Office of Student Development. OCD resources and staff are available to all UIU students, as well as alumni, in various stages of career and academic life. Graduate school information, self-assessment, individualized career guidance, resume reviews and job opportunities are just a few of the areas UIU Career Development can assist with, both in person, by phone, and through the UIU website.

### Counseling

UIU's Counseling Center provides individual and group counseling sessions to enrolled students at no cost. The center also provides outreach programs on a variety of mental health issues. The University's care and concern for its students is demonstrated through the Director of Counseling Services' involvement on both the Student of Concern (mental health issues) and the Save Our Students (academic issues) Teams where she plays an integral role. Plans are to have an on-site counselor at UIU's Mesa Center by July of 2014.

### Disability Services

The purpose of UIU's Disability Services (DS) is to provide support to students, faculty, and staff through informative online resources and disabilities service personnel in compliance with ADA/AA guidelines. Disability Services is committed to ensuring equal access to educational and co-curricular activities to qualified students with disabilities as mandated by the ADA/AA and Section 504 of the Rehabilitation Act of 1973. Disability Services positively impacts the learning experiences of students with disabilities by offering support and encouragement, and empowering students toward self-advocacy.

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Upper Iowa University will make accommodations for learners who disclose a disability (learning, physical, or psychological) and provide appropriate documentation. It is the learner's responsibility to disclose a disability in a timely manner as well as arrange and pay for all disability assessments. Because scheduling classes in accessible facilities can require reasonable advanced planning, UIU recommends that people with disabilities accepted for admission identify themselves to the Coordinator of Disability Services no later than three months prior to the start of their entry term.

In addition to facility accommodations, other examples of accommodations available are alternative text formats and test-taking accommodations. Links to a number of free web-based assistive technology tools are provided on the UIU Disability Service's website at www.uiu.edu/disabilityservices.

Financial Aid

Staff at all UIU Educational Centers are able to assist students and answer questions regarding the financial aid process and collect forms to complete financial aid files. Center and Fayette campus staff work closely together to complete the student's financial aid process and students may also contact staff at the campus at any time.

Information Technology & Help Center

The Upper Iowa University Information Technology (IT) Department provides support for all of Upper Iowa University's technological functions. This includes UIU owned computers, the UIU portal (myUIU), student/faculty/staff email accounts, the student administrative system (Jenzabar), and other entities.

There are fourteen computer labs for student use on campus. In addition, larger UIU educational centers have Learning and Resource Centers where students can study quietly and/or use public computers; smaller education centers generally have at least one, usually more, computers available for student use.

UIU's IT Help Center is the central point of contact for the UIU Community for technology related incidents, problems, and requests. Students may talk to someone in the Help Center via phone or live online chat weekdays. Or, students can submit service tickets via the Help Desk's web page.

UIU's Mesa Education Center has a computer lab with 24 computers and a printer available for students' use.

Orientation

So as to make the transition to UIU, and for many people to college itself, a success, all incoming UIU students are strongly encouraged to attend an Orientation Session prior to beginning their first term of classes at UIU. On campus and at large education centers, Orientation is conducted as a group workshop; in smaller centers the orientation topics are usually covered in a one-on-one session with a student's academic advisor.

Some of the topics covered in Orientation are: overview of UIU services available, who to contact for what questions, attendance and other academic policies, the registration process (including how to add, withdraw, and drop), options for where to get textbooks, student responsibilities and conduct expectations, and financial aid. In addition there is hands-on computer time during which students can activate their UIU email account, learn their way around the school portal (i.e. grades, registration, announcements), and explore the school website.

New and Modified Policies

Student Readmit Policy (replaces Student Returner Cohort Policy)

Any student previously enrolled in a degree seeking program at Upper Iowa University who returns to Upper Iowa University to register for courses after not attending a minimum of two consecutive terms, other than Fayette summer, will be considered a readmit. All readmits will be required to complete an information update form.

Transcript Disclosure Policy

When it is discovered that a student who is currently enrolled in courses at Upper Iowa University has not disclosed all attendance at previous institutions to the University, the student will receive written notification from the Registrar's Office requesting the student to provide official transcript(s) to the University. The student will have one full term to produce the official transcript(s). If transcript(s) have not been received at the end of one full term, the student will not be allowed to register for the following term. Future registration with the University is dependent upon receipt of the official transcript(s).

Student Cohort Policy

Upon admission to Upper Iowa University, each new student will be assigned a cohort code. This cohort code will only be changed when a student advances from one division level to a higher division level (i.e. undergraduate division to graduate division).

Financial Aid Disbursement Policy

Financial aid will be posted to student accounts five days after the start of each term provided that the student has accurately completed and submitted the necessary paperwork 14 days prior to the start of the term and has accepted the award letter 7 days prior to the start of term.

Paperwork to be completed by returning students

- . FAFSA
- . Center Enrollment Form (where applicable)
- . Verification materials (where applicable)

Paperwork to be completed by new students

- . FAFSA
- . Master Promissory Note (MPN)
- . Center Enrollment Form (where applicable)
- . Verification materials (where applicable)
- . Online entrance counseling

During the term, award letters will be generated 7 days after the student has accurately completed and submitted the necessary paperwork. Financial aid will be posted to student accounts 5 days after the student has accepted the award letter.

Refund Policy for Arizona Residents

An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday, and federal and state holidays) of signing an enrollment agreement is entitled to a full refund of all monies paid. No later than 30 days of receiving the notice of cancellation, Upper Iowa University shall provide the 100% refund.

In addition, student may withdraw after instruction has started and receive a pro rata refund for the portion of the tuition and other refundable charges according to the following:

Academic Extension Centers, Online Program, & Master Programs	Percent Refund	Self-Paced Degree Program	Percent Refund
Withdrawal before the first class meeting	100%	On or before the 1 st day of the	100%
Withdrawal during week one	75%	After the 1 st lesson through 10% of the	90%
Withdrawal during week two	50%	After the 1 st 10% through the 1 st 25%	50%
Withdrawal during week three	25%	After the 1 st 25% through the 1 st 50%	25%
Withdrawal during week four	25%	After the 1 st 50% of the enrollment	0%
Withdrawal after week four	0%		

Note: These percentages are also used to determine eligibility for state aid you may have received.

Upper Iowa University is required to use a statutory schedule to determine the amount of Title IV aid that you have earned when you cease attendance based on the period of enrollment. Up through the 60 percent point in each period of enrollment, a pro rata schedule, based on number of days in attendance divided by number of days in the payment period, will be used to determine the amount of Title IV aid you have earned at the time of withdrawal.

UIU Student Grievance Procedures

The student complaint procedures are established to address concerns that arise within the University community. There are various procedures available to students depending upon the complaint. ***A complaint is a concern regarding a policy or procedure that has been inappropriately or unjustly applied or a charge against an individual's behavior.*** Non-Discrimination Policy Violations, Grade Appeals, Affirmative Action violations, Academic Suspension Appeals, Student Conduct Violations and Sexual Abuse/Harassment are to be filed according to set University policy governing those areas as delineated in the Student Handbook and Catalogs. All other complaints may use the Informal and Formal Student Complaint procedures.

Informal Procedures

Most complaints can be worked through informally by addressing the concern with the person involved and his/her direct supervisor or department head. The steps would include:

- The student will discuss the concern with the supervisor of the division or department head in which the concern arose.
- The supervisor/department head will be allowed to discuss and investigate the concern with all those involved and develop options for resolution.
- The supervisor/department head will then discuss the options with the students. If the student is not satisfied with any of the options, they may file a formal complaint which will result in a hearing.
- For all those complaints that are resolved, the supervisor/department head will complete the online form to notify the Dean of Students of the informal student complaint and the final resolution. This is the link to the Informal Complaint Form:
www.uiu.edu/studentlife/complaint/staff-complaint.html

Formal Complaint Procedures

The University provides procedures to insure that all student grievance and complaints will be given a fair hearing. The following procedures have been established as the formal grievance or complaint procedures.

- To initiate the formal process the student will complete the Student Complaint Form on the UIU website. www.uiu.edu/studentlife/complaint/complaint.html
- When the form is submitted the student will receive the following message: "The Dean of Student Development has been forwarded your complaint. Our goal is to assist you as soon as possible. If you have not heard from someone within five working days, please contact the Dean of Student Development at deanofstudents@uiu.edu or 563 425 5214."
- The Dean of Students will review the submissions and ensure the complaint is directed to the appropriate supervisor/department head for further investigation and the assignment of a hearing committee. The supervisor/department head will conduct an investigation which includes gathering written statements from all parties involved. The documentation will be held on file until the complaint is resolved through the formal procedures.

Hearing Committee Selection and Procedures

1. When a hearing is requested in writing to the University, the student bringing the complaint/grievance will have the right to select one person of a three-member hearing committee from among University employees or the University student body.
2. The administrative head of the University division containing the unit where the complaint is alleged to have occurred will be able to select one person from among University employees to be a member of the three-member committee.
3. The two persons who have been selected under (1) and (2) above will then select a third person, from among University employees or the University student body, who will serve as chairperson of the committee.
4. Should the two persons not be able to agree on a chairperson, the Dean of Students and the chairperson of the Faculty Judicial Board will be responsible for recommending another procedure to select a chairperson or may assume authority to designate a UIU employee to serve as the chairperson.
5. A verbatim record will be kept of the hearing and a copy of the record will be made available to both parties.
6. In case of disagreements concerning interpretations of procedures, the judgment of the chairperson of the hearing committee will prevail.
7. Each party to the dispute will be entitled to have one or two representatives, plus not more than five observers, present at the hearing, unless the aggrieved party requests a private hearing, in which case no observers may attend.
8. After a period of private deliberation, the hearing committee will make the decision by simple majority vote, with the chairperson as a voting member. The vote will be taken by secret ballot.
9. The chairperson of the hearing committee will submit in writing the committee recommendations to the supervisor/department head for final action.
10. The supervisor/department head will make necessary hearing arrangements.

The supervisor/department head will notify the Dean of Students as to the outcome of the formal process. The Dean of Students will utilize the informal and formal complaint process to document the numbers and kinds of complaints the University is receiving to determine if there are specific issues or concerns that need to be addressed. Any significant number of common complaints will be forwarded on to the appropriate administrator for resolution.

External Complaint Process

For cases that cannot be satisfactorily resolved internally using the above procedures, Upper Iowa University is required to provide both current and prospective students with contact information for filing complaints with its accrediting body and the appropriate state agency for handling complaints in a student's resident state. That listing of state agencies can be found at <http://www.uiu.edu/studentlife/complaint/state-complaint-agencies.pdf>.

For Arizona: Arizona State Board for Private Postsecondary Education
1400 West Washington, Room 260
Phoenix, AZ 85007
http://azppse.state.az.us/student_info/compliance.asp (procedure)
http://azppse.state.az.us/UserFiles/PDF/complaint_form.pdf

Managing the Cost

Current tuition and fees at Upper Iowa University are published in UIU’s catalogs as well as on the UIU website, at <http://www.uiu.edu/academics/catalog/index.html>. Arizona residents pay the same tuition as residents of Illinois and Wisconsin.

Tuition charges are reviewed annually and are subject to change as approved by UIU’s Board of Trustees. UIU does not “grandfather” tuition of then current students. Textbook and supply charges are separate from tuition and vary by course. Lab fees may also be applicable for some courses and would be in addition to regular tuition and fees. UIU works with students to help them find as much financial assistance as possible.

Upper Iowa University has no formal payment plans for Academic Extension students. UIU will work with any alternative loan program a student chooses.

Tuition Discounts

UIU meets all federal requirements and participates in Title IV.

Upper Iowa University offers a 10 percent discount on tuition to Arizona residents enrolled in the following degree programs: Public Administration with Law Enforcement Emphasis, Criminal Justice, Nursing, and Education.

Upper Iowa University also offers a 10 percent discount on tuition to all military personnel (active, guard, reserve, and retired), as well as their family members who are Department of Defense identification card holders.

UIU is certified to offer the following veterans’ benefits: Post-9/11 GI Bill (Chapter 33), Yellow Ribbon Program, Montgomery GI Bill (Chapter 30), Montgomery GI Bill - Selected Reserve (Chapter 1606), Reserve Educational Assistance Program (REAP) (Chapter 1607), Veterans Educational Assistance Program (VEAP) (Chapter 32), Survivors' and Dependents' Educational Assistance Program (DEA) (Chapter 35).

UIU offers a 10 percent discount on tuition to all students employed by partners in the *Corporate Advantage* program. UIU’s currently has over 40 *Corporate Advantage* partners; a list of them can be found at:

<http://www.uiu.edu/admissions/transfer/articulation/corporateadvantage.html>

UIU has reached articulation agreements with a host of two-year colleges throughout the United States. The terms of each agreement apply to transfer students regardless of which UIU mode of study they pursue – on campus, at a center, or through distance education. All full-time and part-time faculty and staff members at these *Partnership Advantage* institutions (including adjunct faculty) receive a 10 percent tuition discount for all courses taken at UIU for academic credit. UIU will also waive the Online Graduate Application fee for *Partnership Advantage* faculty and staff members who apply to the MBA, MHEA or MPA programs.

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Scholarships

UIU students can compete for scholarships awarded by the University's "Honors and Awards Committee" each year. Private scholarships may be available through your membership in professional organizations, local or regional civic organizations, or for specific majors.

Financial Aid

UIU offers Financial Aid packages to individuals who meet federal guidelines. To determine eligibility for Financial Aid funding, a person must complete the Free Application for Federal Student Aid (FAFSA) which can be obtained through a UIU center or completed online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Examples of Financial Aid include:

- Federal Pell Grant - Monies awarded to students who demonstrate significant financial need. The Pell Grant is gift aid that does not require repayment.
- Iowa Tuition Grant - For Iowa residents only, Iowa Tuition Grant monies are awarded to students who demonstrate financial need. Iowa Tuition Grant does not require repayment.
- Federal Subsidized and Unsubsidized Stafford Loans - The subsidized and unsubsidized Stafford loans are low-interest loans and require repayment beginning six months after falling below half-time status.

# Enrollment Agreement for Domestic Arizona Students

STUDENT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY/STATE/ZIP: \_\_\_\_\_

PRIMARY PHONE: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_ SSN: \_\_\_\_\_

EMERGENCY CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

PRIMARY COURSE LOCATION: \_\_\_\_\_ DEGREE SOUGHT: \_\_\_\_\_ PROGRAM: \_\_\_\_\_

INTENDED START DATE: \_\_\_\_\_ ANTICIPATED END DATE: \_\_\_\_\_ DEGREE PLAN YEAR: 2014-15 LENGTH OF PROGRAM (in credit hours): \_\_\_\_\_

PER-CREDIT TUITION & FEES < for academic year 2014-15> <all are subject to change for subsequent academic years>

|                                                                |       |                                                         |      |
|----------------------------------------------------------------|-------|---------------------------------------------------------|------|
| Arizona centers, undergraduate                                 | \$397 | Nonrefundable Application fee, non campus               | \$50 |
| Center for Distance Education, undergraduate online            | \$405 | Graduation Application fee                              | \$65 |
| Center for Distance Education, undergraduate self-paced degree | \$325 | Independent Study Program administrative withdrawal fee | \$93 |
| Center for Distance Education, graduate, MPA/MHEA              | \$475 | Independent Study Program extension fee                 | \$50 |
| Center for Distance Education, graduate online, MBA            | \$520 | Transcripts, per paper copy                             | \$5  |
| Center for Distance Education, graduate online, M.Ed.          | \$425 |                                                         |      |
| Audit Fee                                                      | \$95  | Transcripts, per faxed copy                             | \$8  |
|                                                                |       | Transcripts, per copy faxed & mailed                    | \$13 |

\* Textbook, material & lab costs vary by course and are not included in the above.

\* For testing, experiential learning, student teaching, & insurance fees, see catalog.

\* Arizona residents enrolled in these degree programs receive a 10 percent discount on tuition: Criminal Justice, Nursing, Education, Public Admin w/ Law Enforcement emphasis.

See reverse for Refund Policy, Graduation Requirements, Transferability of Credits, and Nondiscrimination Policy

## STUDENT ACKNOWLEDGEMENTS

I hereby acknowledge receipt of Upper Iowa University's catalog and handbook dated 2014-2015 as well as the corresponding catalog addendum for Arizona residents. \_\_\_\_\_

I have carefully read and received an exact copy of this enrollment agreement. \_\_\_\_\_

I understand that Upper Iowa University may terminate my enrollment if I fail to comply with attendance, academic, and/or financial requirements or if I fail to abide by established standards of conduct, as outlined in the school catalog and/or handbook. While enrolled in the school, I understand that I must maintain satisfactory academic progress as described in the school catalog. \_\_\_\_\_

I understand that it is my responsibility to submit financial aid applications and documents before the deadline. \_\_\_\_\_

I understand that my financial obligation to Upper Iowa University must be paid in full before I can register for subsequent terms. \_\_\_\_\_

I understand that no diplomas, grades, or transcripts will be released until all indebtedness to Upper Iowa University is paid in full. \_\_\_\_\_

I understand that Upper Iowa University does not guarantee job placement to graduates upon program completion or upon graduation. \_\_\_\_\_

I understand that Upper Iowa University reserves the right to cancel courses and to review course offerings and requirements, course contents, course titles, and the sequencing of courses within its degree programs. \_\_\_\_\_

I understand that the tuition and fees noted above are guaranteed for the current academic year and may be subject to change in future years. \_\_\_\_\_

I understand that if I default upon this agreement I will be responsible for payment of any collection fees or attorney fees incurred by Upper Iowa University. \_\_\_\_\_

My signature below indicates that I have read and understand all aspects of this agreement and acknowledge my legal responsibilities in regard to enrollment at Upper Iowa University.

STUDENT \_\_\_\_\_ DATE \_\_\_\_\_

This agreement is hereby accepted by \_\_\_\_\_ DATE \_\_\_\_\_

## REFUND POLICY

An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday, and federal and state holidays) of signing an enrollment agreement is entitled to a full refund of all monies paid. No later than 30 days of receiving the notice of cancellation, Upper Iowa University shall provide the 100% refund.

In addition, student may withdraw after instruction has started and receive a pro rata refund for the portion of the tuition and other refundable charges according to the following:

| <b>AE Centers, Online Program, Master</b> | <b>Percent Refunded</b> | <b>Self-Paced Degree Program</b>                                     | <b>Percent Refunded</b> |
|-------------------------------------------|-------------------------|----------------------------------------------------------------------|-------------------------|
| Withdrawal before the first class meeting | 100%                    | On or before the 1 <sup>st</sup> day of the enrollment period        | 100%                    |
| Withdrawal during week one                | 75%                     | After the 1 <sup>st</sup> lesson through 10% of the enrollment       | 90%                     |
| Withdrawal during week two                | 50%                     | After the 1 <sup>st</sup> 10% through the 1 <sup>st</sup> 25% of the | 50%                     |
| Withdrawal during week three              | 25%                     | After the 1 <sup>st</sup> 25% through the 1 <sup>st</sup> 50% of the | 25%                     |
| Withdrawal during week four               | 25%                     | After the 1 <sup>st</sup> 50% of the enrollment period               | 0%                      |
| Withdrawal after week four                | 0%                      |                                                                      |                         |

*Note: These percentages are also used to determine eligibility for state aid you may have received.*

Upper Iowa University is required to use a statutory schedule to determine the amount of Title IV aid that you have earned when you cease attendance based on the period of enrollment. Up through the 60 percent point in each period of enrollment, a pro rata schedule, based on number of days in attendance divided by number of days in the payment period, will be used to determine the amount of Title IV aid you have earned at the time of withdrawal.

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## GRADUATION REQUIREMENTS

You have seven years after initial enrollment to complete an associate or baccalaureate program under the requirements in effect at the time of enrollment; you have five years after initial enrollment in the first of either a foundational or graduate level course to complete a graduate program under the requirements in effect at the time of enrollment. If the program is not completed within the designated number of years, the requirements in effect at the time of the next enrollment will be used to determine graduation requirements for the program. The University reserves the right to make changes in its academic regulations and requirements when, in its judgment, the best interests of the institution are served.

### Requirements for a Baccalaureate Degree

- Complete a minimum of 120 semester credits.\*
- Complete the appropriate general education requirements.
- Achieve a cumulative grade point average of at least 2.00. \*\*
- Complete a minimum of 30 semester credits from UIU.
- Earn 24 of the last 30 semester credits required for graduation from UIU.
- Complete the requirements of a major.
- Achieve a grade point average of at least 2.00 in the major. \*\*
- Achieve a grade point average of at least 2.00 in the minor, if any.
- Fulfill all financial obligations.

\* Courses numbered lower than 100 do not count toward the minimum required for the degree

\*\* 2.70 for teacher education majors.

### Requirements for an Associate Degree

- Complete a minimum of 60 semester credits. \*
- Complete the appropriate general education requirements.
- Achieve a cumulative grade point average of at least 2.00.
- Complete a minimum of 15 semester credits from UIU.
- Earn 12 of the last 15 semester credits for graduation from UIU.
- Complete the requirements of the appropriate Associate program.
- Fulfill all financial obligations.

### Requirements for a Graduate/Masters Degree

- Earn the minimum number of semester credits required for the specific program.
- Achieve a cumulative grade point average of at least 3.0.
- Successfully complete a final research report.
- Fulfill all financial obligations.

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## TRANSFERABILITY OF CREDITS

Although Upper Iowa University is a regionally accredited institution of higher education, the transferability of credits earned there is solely determined by the receiving institution taking into account such factors as course title, course content, grades, accreditation, and licensing; consequently, Upper Iowa University does not imply, promise, or guarantee transferability of its credits to any other institution. If a student is considering transferring to another institution, it is the student's responsibility to determine whether that institution will accept Upper Iowa University credits.

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## NONDISCRIMINATION POLICY

Article XV of the Upper Iowa University Bylaws states: "In administering its affairs, the University shall not discriminate against any person on the basis of race, creed, color, national or ethnic origin, sex, sexual orientation, age or physical disability."

The University is committed to providing all of its students, faculty, staff, and visitors with equal access to its programs, events, and facilities. To this end, and in compliance with Section 504 of the Rehabilitation Act of 1973, Upper Iowa University has made some reasonable modifications to its buildings and grounds that allow students, faculty and staff, including those with limiting visual or hearing impairments, equal access to the regular programs and degree objectives offered by the University. These modifications include auxiliary aids, modification in classroom locations, and/or adjustment of classroom techniques and practices.

Persons wishing additional information about this policy, for assistance to accommodate individual needs, or for lodging of any complaints or grievances under it should contact the Residential University EO Officer, PO Box 1857, Fayette, IA 52142, (563) 425-5347; or the Extended University EO Officer, PO Box 1857, Fayette, IA 52142, (563) 425-5394.

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In keeping with Federal Trade Commission rules, any holder of this consumer credit contract is subject to all claims and defense which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds, hereof Recovery hereunder by the debtor shall not exceed amounts paid by the debtor.

UPPER IOWA UNIVERSITY is accredited by the Higher Learning Commission (HLC) and is a member of the North Central Association (NCA).  
UPPER IOWA UNIVERSITY is a nonprofit organization founded in 1857; it has no shareholders or private ownership but is controlled by a board of trustees.